

**PROFESSIONAL COUNSELOR SECTION
MINUTES
February 11, 2004**

PRESENT: LaMarr Franklin, Susan Kell, Susan Putra

EXCUSED: Colleen James

STAFF PRESENT: Kimberly Nania, Bureau Director; John Schweitzer, Legal Counsel;
Gina York, Bureau Assistant; and other Department staff

GUESTS: Joseph D'Costa

CALL TO ORDER

Susan Putra, called the meeting to order at 9:17. A quorum of 3 members was present.

AGENDA

Additions to the Agenda:

- Open Session: Hearing on Denial Of Application - Marsha Goin
- Closed Session: Deliberation of Hearing on Denial Of Application - Marsha Goin
- Open Session: Request to Approve Supervisor- Add Names: Marshall Devon, Steven Palmer, Andrea Titulier, Kimberly Nodolf

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to approve the agenda as ammended. Motion carried unanimously.

APPROVAL OF MINUTES DECEMBER 17, 2003

Amendments to the Minutes:

- Page 5: Under Question RE: Ethics CE – in motion delete “current” and put in “2005-2007”
- Page 5: Under Question RE: Face to Face – Add additional information after the first sentence that was provided by Legal Counsel at today’s meeting.

MOTION: La Marr Franklin moved, seconded by Susan Kell, to approve the minutes of December 17, 2003 as amended. Motion carried unanimously.

ELECTION OF OFFICERS

The Professional Counseling Section held election for officers on February 11, 2004.

MOTION: La Marr Franklin moved, seconded by Susan Kell, to nominate that the slate of board officers remain the same and to cast a unanimous vote. Motion carried unanimously.

The results from the Board's elections are as follows:

ELECTION RESULTS	
CHAIR	Susan Putra
VICE CHAIR	La Marr Franklin
SECRETARY	Susan Kell

ADMINISTRATIVE REPORT KIMBERLY NANIA

Kimberly Nania, Bureau Director of Health Services, informed the Board of the retirement in the Department's Legal Counsel Division. Attorney Bill Dusso, Supervisor and Head Legal Counsel. The Department has chosen a new Head Legal Counsel his name is Steve Gloe.

Dr. Nania shared that as of February 6, 2004 there is a new process regarding legislative rules and procedures. Therefore, when considering a rule change there will be a more in-depth process. Currently the Department is working on some new policies and procedures which will be shared with the Sections/Boards when available. For example, one of the things that we will be doing differently is that there will be more planning and communication with the Boards to plan and define future goals. Another goal is to eventually have paperless meetings and Board members will have access to all information through the DRL Website. The Department is looking into having graduate students work at DRL as interns to gain experience and provide additional assistance to the Department. The Regulatory Digest will begin again in the very near future and the Department feels this is an important form of communication to professions. Code books and application forms will be updated only two times per year.

Dr. Nania shared that there has not been any new appointments at this time. Therefore, it is important that if a Board member will not be attending a Board/Section meeting they must call Dr. Nania or Gina York of this. If we do not hear from members we assume you will be attending the meeting. If we are informed that someone can not attend, Board members will be notified by email and/or telephone as soon as we are notified to ensure we have a quorum. The Board would like to have something added at the end of the minutes with the next meeting information. Gina York will add this to all future meeting minutes.

PRESENTATION OF PROPOSED STIPULATIONS

There were no stipulations to be presented before the Board at today's meeting.

SUMMARY OF REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES

John Schweitzer, Legal Counsel, reviewed the report with the Section at today's meeting.

DRAFT LANGUAGE ON RECORD KEEPING RULE REVIEW ADDITIONAL HFS RULE ON RECORD KEEPING

The Section looked at additional rules on recordkeeping at today's meeting. After review and discussion of recommendations with John Schweitzer, Legal Counsel, the Section took the following action.

MOTION: Sue Kell moved, seconded by LaMarr Franklin, to refer recommendations back to the MFTPCSW Joint Board for review and maintain consistency among sections. Motion carried unanimously.

SUPERVISION REQUIREMENT CLAIRIFICATION REGARDING 5 YEARS EXPERIENCE

The Section reviewed the information provided by John Schweitzer, Legal Counsel, regarding one of the categories of approved supervisor and whether the five years of practice must be post-licensure or post-masters. The Section took the following action.

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to interpret the rule as five years post-licensure. A person with less than five years may be approved under the exception provision. Motion carried unanimously.

HEARING ON DENIAL OF APPLICATION FOR MARSHA GOIN

A Class 1 Hearing was held at 10:34 a.m. regarding the denial of application for Marsha Goin. The Section will deliberate on this later today in closed session.

DRAFT OF BROCHURE FOR APPLICANTS

The Section reviewed and discussed the draft brochure for applicants with John Schweitzer, Legal Counsel at today's meeting and shared revisions with him. The brochure will be revised as suggested for the next meeting.

REQUEST TO APPROVE SUPERVISOR

The Section reviewed requests to approve supervisors from the following: Steven Palmer, Andrea Titulir, Marshall Devona, Kimberly Nodolf, and Jeff Czebotar. The Section took the following action.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to approve the supervisors as follows: Andrea Titulir approve supervisor Lori Warchol, LCSW; Marshall Devona approve supervisor Suzanne Gingrich, LCSW; Kimberly Nodolf approve supervisor Frank Gaunt, LCSW; Jeff Czebotar approved his supervisor at the last meeting. Motion carried unanimously.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to approve Steven Palmer to take the exam. Motion carried unanimously.

The Section discussed how they prefer to handle requests to approve supervisors in the future. The Section will require a written letter of hardship provided by the applicant clarifying their request for supervisor approvals. Jan Neitzel, Credentialing, will submit all requests for supervisors and associated material to the PC agenda packets for each meeting and then she will follow up with an approval/status list after the meeting to the minute taker for the record.

CORRESPONDENCE REGARDING OBTAINING A CREDENTIAL

The Section reviewed correspondence from Julie Gimmel asking the Section for guidance in obtaining a PC credential. Susan Putra did not participate in any of the discussion. After the Section discussed this situation it requested that John Schweitzer, Legal Counsel, to respond on behalf of the Section and to refer her to the DRL Website.

QUESTION REGARDING CE CREDIT

The Section discussed three questions regarding CEHs credit for PCs; 1) defining the number of CE credits for PCs, 2) ethics and boundaries CEHs, and 3) CEHs for professional presentations. After some discussion, the Section took the following actions.

Question 1:

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to accept the Social Work Section's definition of the number of CEH's as continuing education credit for "university, college, or vocational technical adult education courses" and grant 10 CEHs per semester credit or 6.6 CEH's per quarter credit for students. Motion carried unanimously.

Question 2:

The Section's response was that licensed Professional Counselors are not required to acquire 4 hours of ethics and boundaries for the two year credential period from 7/1/03 to 6/30/05.

Question 3:

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to accept the Social Work Section's definition of giving 2 CEH's for making 1 CEH professional presentation. Continuing Education credit will be given only for the first time presentation is presented. Motion carried unanimously.

REPORT ON AODA TASK FORCE

John Schweitzer, Legal Counsel, shared with the Section the draft language for a rule stemming from the resolution arrived at during their final AODA Task Force meeting. The Section provided input and discussed the possible impact of the implementation of such language. Attorney Schweitzer will submit this language to the full MFTPCSW Joint Board for review .

CORRESPONDENCE AND INQUIRIES BY LEGAL COUNSEL

John Schweitzer, Legal Counsel, will respond to all correspondence and inquires on behalf of the Board.

CONSULTING WITH LEGAL COUNSEL

The Section consulted with John Schweitzer, Legal Counsel, through out today's meeting as necessary.

INFORMATIONAL ITEMS

SPEAKING ENGAGEMENTS

The Section discussed Chair Susan Putra's involvement on a panel discussion and sharing of information at the upcoming Wisconsin School Counselor Association (WSCA) meeting scheduled for February 24-27, 2004 in Stevens Point, Wisconsin.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to approve Susan Putra's presentation and panel discussion for the WSCA meeting. Motion carried unanimously.

SCREENING PANEL

The Screening Panel reviewed four cases and did not open any cases.

VISITOR COMMENTS

None.

CLOSED SESSION

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to convene to Closed Session to deliberate on cases involving hearings, monitoring reports, proposed stipulations, administrative warnings, case closings, examination issues, request for appeal of denials, application review, and reinstatement requests and case status reports. Motion carried by roll call vote: Susan Putra-yes; LaMarr Franklin-yes; and Susan Kell-yes.

Open session recessed at 12:14 p.m.

RECONVENE INTO OPEN SESSION

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to reconvene into open session at 1:10 p.m. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MONITORING REPORT

None.

ADDITIONAL INFORMATION MAUREEN NEUVILLE

John Schweitzer, Legal Counsel provided additional information to the Section for Maureen Neuville regarding a conviction and to approve or deny her supervisor.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to approve John Yungerberg, LCSW as Maureen Neuville's supervisor. Motion carried unanimously.

ADDITIONAL INFORMATION SEAN TERRY

John Schweitzer, Legal Counsel, provided additional information to the Section regarding clarification on an arrest that appeared on the applicant's record.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to approve the application of Sean Terry based on the new information received by the Section. Motion carried unanimously.

DELIBERTATION ON HEARING FOR MARSHA GOIN

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to reaffirm the Section's previous decision to deny the application of Marsha Goin. Motion carried unanimously.

DIVISION OF ENFORCEMENT CASE STATUS REPORT

There were no cases presented for closure at today's meeting.

APPLICATION REVIEW

The Section reviewed requests provided by Jan Neitzel, Credentialing. In the future, the Section asked that all requests for approval of supervisors be submitted to the agenda packet and listed separately in open session. Ms. Neitzel will do this for all other Section meetings rather than including them in application review.

MOTION: Susan Kell moved, seconded by LaMarr Franklin, to deny the denied, to approve the approved, and request more information where needed. Motion carried unanimously.

CARDOZA-FERNANDES, SHALINI-degree-approved
DALE, THOMAS-degree-approved
DELMORE, STEPHANIE-reciprocal-approved
FARRELL, KATHY-degree-approved
HEMMERSBACH, KAM-degree-denied
LUTZE, LYNNE-history-approved
MCDANIEL-DUNN, DEBORAH-reciprocal-approved
MOGLOWSKY, JACLYN-degree-denied
NEUVILLE, MAUREEN-history-approved
PALMER, STEPHEN- Approved to take the national exam.
RAYBURN, DEBORAH-reciprocal-approved
REIT, DONNA-degree-approved
SCHUTZ, RONALD-psychometric testing-approved
SLAUGHTER, BONNIE-reciprocal-approved

CONSULT WITH LEGAL COUNSEL

The Section consulted with legal counsel as needed.

OTHER BOARD BUSINESS

Noted.

ADJOURNMENT

MOTION: LaMarr Franklin moved, seconded by Susan Kell, to adjourn the meeting at 1:12 p.m. Motion carried unanimously.

NEXT MEETING: APRIL 20, 2004
Room 179A